



### SFA Human Resources Weekly Status

For Week Ending August 11, 2000

#### **Accomplishments:**

- ☐ Participated in the demonstrations of 2 performance management system options (KnowledgePlanet.com and Perform.com)
- ☐ Facilitated working session with Analysis Leadership Team to define unique functional competencies
- ☐ Sent competency documents to Ombudsman to define/refine unique functional competencies
- ☐ Sent competency documents to Contracting & Acquisitions to define/refine unique functional competencies
- ☐ Facilitated working session with Financial Partners Leadership Team to define unique functional competencies
- ☐ Received and incorporated feedback from Channels/Units regarding competencies
- ☐ Revised HR organization model and SFA Human Resources Office of Management Package based on detailed feedback from Calvin, John and other stakeholders and prepared for submission as deliverables
- ☐ Researched Skill Assessment best practices and initiated development of Skills Assessment Job Aide
- ☐ Drafted HR Service Center and HR Program Development PDs/KSAs
- ☐ Provided one-on-one coaching to SFA University managers in functional competency definition
- ☐ Revised SFA HR Activity Account – Proposed Transition Plan – for use in the HRG working session discussion materials
- ☐ Packaged and submitted Deliverable 30.1.3 Part I (Modernization Packet, Scenario document and Management PDs/KSAs) to Calvin and Carol Seifert

#### **Next Steps:**

- ☐ Continue to refine and revise workshop materials/approach for discussion with HRG re: impact of new SFA HR organization
- ☐ Research additional best practice functions performed by Human Resources organizations and where they are currently performed within SFA or outside (i.e. pensions)
- ☐ Receive and incorporate feedback from Channels/Units regarding competencies



## **SFA HR Weekly Status**

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- ☐ Develop Skills Assessment Job Aide
- ☐ Analyze vendor demonstrations for the Performance Appraisal System and select vendor
- ☐ Refine long term HR strategy storyboard
- ☐ Continue drafting Position Descriptions/KSAs for new HR positions